

2021 Annual Equal Employment Opportunity (EEO) Report FORM FHWA-1391 due by August 16, 2021

BACKGROUND

Pursuant to the Section 230.121 in Title 23 of the Code of Federal Regulations, and federal-aid contract requirements, contractors are required to report annually on the composition of their workforce by race, gender, and job category. Using the federal form FHWA 1391, "Federal-Aid Highway Construction Contractors Annual EEO Report," prime contractors and any lower-tier subcontractors with subcontracts in excess of \$10,000 must complete the report for work performed during the last full work week of July.

WHO IS REQUIRED TO REPORT

- All prime contractors on Federal Highway Administration (FHWA)-assisted construction contracts, and all related subcontractors with subcontracts of \$10,000 or more
- A separate FHWA-1391 must be completed by each prime contractor and each related subcontractor that meets the reporting threshold

REPORTING PERIOD

- Contractors must identify all employees who perform work during all or any part of the last payroll period of July 2021
- Capture data for employees who worked during the last payroll period in July as shown below: Sunday, July 25, 2021 through Saturday, July 31, 2021

REPORTING PROCEDURE

- Local agencies notify their prime contractors of this reporting requirement.
- Prime contractors, as well as each subcontractor, report this information to their respective local agency Resident Engineer who certifies the information is correct and complete.
- Local agency Resident Engineers send the reports to their respective Caltrans Division of Local Assistance Engineer (DLAE) who verifies the information is complete.

Attachments

- FHWA-1391 Form (Excel)
- Instructions for completing FHWA-1391

The form must be completed in its entirety to be considered completed satisfactorily.

Please email completed FHWA-1391 forms to Cathy Ly at Cathy.Ly@dot.ca.gov by **August 16, 2020**.

If you have questions regarding the FHWA-1391 reporting process, please contact Cathy Ly at Cathy.Ly@dot.ca.gov with any questions.